

## Accessing CM/ECF (for Attorneys/Trustees)

CM/ECF users will be given a login and password by the Court. To access the CM/ECF system, use the Netscape Navigator 4.7 web browser.

- STEP 1** To access the Court's website, open Netscape Navigator and enter the URL (<https://ecf.wiwb.uscourts.gov>) of the Court's computer in the browser's Location field. (See Figure 1.)



Figure 1

Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

- STEP 2** The **CM/ECF CERTIFICATE NAME CHECK** screen displays next. You may see a series of security screens similar to this one. (See Figure 2.)



Figure 2

- Click **[Continue]** and read the security information until the **[Finish]** button appears.

**STEP 3** The **ECF/PACER LOG-IN** screen will then display. (See Figure 3.)

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.*

**Figure 3**

- Enter your **Login** and **Password**. These fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK.
- If an error is made before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.
- Click **[Login]**.

**STEP 4** The **CM/ECF MAIN MENU** screen displays. (See Figure 4.)



**Figure 4**

- Access to the various modules are provided by the Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing one to file documents, query, view or print a docket sheet, generate reports, or maintain the system.
- This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.